



**Golden Sierra**  
Workforce Investment Board

# Business Resource Guide

**Low- to No-Cost Vital Resources for local  
Businesses**

**Placer, El Dorado & Alpine Co.**



This Vital Assets Business Resource Guide was developed under a contract with Sierra Economic Development Corporation (SEDCorp) from the Golden Sierra Workforce Investment Board as a result of funding from the American Recovery and Reinvestment Act of 2009 for the Vital Assets program.

SEDCorp is a non-profit corporation organized under the provisions of section 501(c)(4) of the IRS code. Established in 1969 through a Joint Powers Agreement between the counties of El Dorado, Placer, Nevada and Sierra, its sixteen Board members represent both the public jurisdictions and the primary economic sectors of the region.

SEDCorp does three things:

- (1) it provides professional economic development expertise to the jurisdictions it serves, largely in the form of seeking grant funds for local projects;
- (2) it is the region's premier business trainer, offering a broad spectrum of single-subject classes and intensive multi-day training events for entrepreneurs and small business owners; and
- (3) it is a direct lender to small businesses, providing loans of up to \$150,000 for a variety of business purposes.

For more information about SEDCorp, visit the web site at [www.sedcorp.biz](http://www.sedcorp.biz), or call 530 823 4703.

560 Wall Street, Suite F  
Auburn, CA 95603

## **Introduction**

This Business Resource Guide has been compiled to assist the businesses in the tri-county area of Alpine, El Dorado and Placer. It includes no- to low- cost assistance from government agencies and non-profits to help businesses improve their bottom line.

Each section is divided into resources that are available to all counties followed by resources that are focused in the specific county. We have included Federal, State, Regional, and Local resources that may be of use to the small business person.

This Guide is offered electronically and will be updated periodically. The Guide is located at [brg.connectioncenters.com](http://brg.connectioncenters.com).

## **Frequently Asked Questions**

1. How do I find new/additional financing?  
See the Financial Resources section
2. Who can tell me about incentives to start, expand, or relocate my business?  
See the Financial Resources section
3. How do I get my business to the next level?  
See the Improving Your Bottom Line section
4. How do I reach new customers and expand my current customer base with a new marketing plan?  
See the Improving Your Bottom Line section
5. Why do I need and how do I develop a business plan?  
See the Improving Your Bottom Line section
6. How do I do business with the government?  
See the Improving Your Bottom Line section
7. How do I expand my business internationally?  
See the Improving Your Bottom Line section
8. How do I find employees?  
See the Personnel Resources section, Finding Employees
9. What do I need to have in place before hiring my first employee?  
See the Personnel Resources section, First Employee
10. Is there assistance to train my employees on new technology?  
See the Personnel Resources section, Employee Training and Internships
11. Why do I need and how do I develop an employee manual?  
See the Personnel Resources section, Human Resource Solutions
12. What procedures do I need to follow to properly dismiss employees?  
See the Personnel Resources section, Employee Separation and Human Resource Solutions
13. How can I increase my presence in the local community?  
See the Chamber of Commerce and Business Associations
14. Is there any assistance programs directly geared to agriculture?  
See the Agriculture Business Resource Section
15. How do I find out what license and permits are required for my business?  
See the Licenses and Permits Section
16. Who can tell me about charging and reporting sales tax?  
See the State Taxes Section

## **TABLE OF CONTENTS**

<b>FINANCIAL RESOURCES</b>	<b>1</b>
State and Regional	1
Alpine/El Dorado County	2
Placer County	3
Venture Capital Organizations	5
<b>IMPROVING YOUR BOTTOM LINE</b>	<b>7</b>
National, State, Regional	7
Alpine/El Dorado County	9
Placer County	9
<b>PERSONNEL RESOURCES</b>	<b>11</b>
Human Resource Solutions	11
Finding Employees	11
Employee Training and Internships	14
Employee Separation	16
First Employee	19
<b>CHAMBERS OF COMMERCE AND BUSINESS ASSOCIATIONS</b>	<b>22</b>
State and Regional	22
Alpine/El Dorado County	22
Placer County	24

<b>AGRICULTURE BUSINESS RESOURCES</b>	<b>26</b>
State and Regional Resources	26
El Dorado County	26
Placer County	28
<b>LICENSES AND PERMITS</b>	<b>31</b>
Alpine/El Dorado County	31
Placer County	32
<b>STATE TAXES</b>	<b>33</b>
<b>FEDERAL TAXES</b>	<b>34</b>
<b>INDEX OF RESOURCES</b>	<b>35</b>

## **FINANCIAL RESOURCES**

Resources to assist you in obtaining working capital, expansion, and equipment purchases and agencies that offer incentives to relocate, expand or improve your site are listed.

### ***State and Regional***

#### **Sierra Economic Development Corporation**

SEDCorp's mission is to alleviate unemployment and underemployment by expanding industrial resource and small business development while preserving the quality of life in the Sierra Nevada foothills. The mission is achieved through administering Small Business Administration micro loans, US Department of Agriculture revolving loan programs, and robust business training sessions. SEDCorp supports the region's businesses with a variety of training events ranging from single-subject sessions to intensive three-day business "boot camps" to teach the fundamentals of sound business planning from inception to retirement.

560 Wall Street, Suite F  
Auburn, CA 95603

530 823 4703  
[www.sedcorp.biz](http://www.sedcorp.biz)

#### **Small Business Administration Loan Programs**

The SBA offers numerous loan programs to assist small businesses. It is important to note, however, that the SBA is primarily a guarantor of loans made by private and other institutions and does not offer loans to small businesses. There are several types of loans and the website contains a list of lenders that participate and descriptions of the various lending programs. The national SBA website offers programs and services to help you succeed.

Sacramento District Office  
6501 Sylvan Road, Suite 100  
Citrus Heights, CA 95610

916 735 1700  
[www.sba.gov](http://www.sba.gov)

#### **California Housing and Community Development**

California currently has four types of Economic Development Areas (EDAs). Each of these areas has related tax incentive benefits and some have revolving loan programs administered at the county level. The purpose of these benefits is to stimulate business investment and job creation for qualified disadvantaged individuals in state designated economically distressed areas.

These areas are:

- Enterprise Zones (EZs)
- Local Agency Military Base Recovery Areas (LAMBRAs)
- Manufacturing Enhancement Areas (MEAs)
- Targeted Tax Areas (TTAs)

Designated Enterprise Zones provide tax incentives to businesses and allow private-sector market forces to revive the local economy.

1800 3rd Street, Suite 390  
Sacramento, CA 95811

916 445 4782  
[www.hcd.ca.gov/fa/cdbq/ez](http://www.hcd.ca.gov/fa/cdbq/ez)

## **California Small Business Loan Guarantee Program**

The Small Business Loan Guarantee Program allows a business to not only acquire a loan it could not otherwise obtain, but to establish a favorable credit history with a lender so that the business may obtain future financing on its own through Financial Development Corporations. California Capital Financial Development Corp is the Financial Development Corporation lender in the three counties for the Loan Guarantee Program.

[www.calbusiness.ca.gov/cedpgybfasblgp.asp](http://www.calbusiness.ca.gov/cedpgybfasblgp.asp)

## **California Capital Financial Development Corp**

California Capital Financial Development Corporation's focus is on the creation and promotion of community and economic development programs and services that benefit underserved communities. California Capital administers a variety of programs promoting small business development and growth in its region, which includes 23 Northern California counties from San Joaquin, north to the Oregon border, and east to Lake Tahoe.

2000 O Street Ste 250  
Sacramento, CA 95811

916 442 1729

[www.cacapital.org](http://www.cacapital.org)

## **California Industrial Development Financing Advisory Commission**

The California Industrial Development Financing Advisory Commission (CIDFAC) assists California Manufacturing businesses in funding capital expenditures for business expansions. The program allows a business to borrow funds at competitive rates through the issuance of tax-exempt bonds enhanced by a letter of credit or as a private placement to sophisticated investors.

915 Capitol Mall, Room 457  
Sacramento CA 95814

916 653 3843

[www.treasurer.ca.gov/cidfacs/bp.asp](http://www.treasurer.ca.gov/cidfacs/bp.asp)

## ***Alpine/El Dorado County***

### **Department of Human Services Business Assistance Loan Program**

The El Dorado County Business Assistance Loan Program (BLP) is designed to provide gap financing to businesses located within the unincorporated areas of El Dorado County. The purpose of the BLP is to assist businesses which in turn will create and/or retain jobs for lower income individuals.

Funds can be used for: Working Capital, Inventory and Equipment Purchases, Furniture/Fixtures, Real Property Acquisition, or Construction and Rehabilitation.

2850 Fair Lane Court Bldg C  
Placerville, CA 95667

530 621 5347

[www.edcgov.us/humanservices/businessloanprogram.html](http://www.edcgov.us/humanservices/businessloanprogram.html)

### **El Dorado County Economic Development**

The Economic Development Coordinator is responsible for the coordination and implementation of the economic development programs. On this web page you can learn about funding, find SBA approved lenders, special funding programs, and calculate loan payments.

330 Fair Lane

530 621 5595

Placerville, CA 95667

[www.toolsforbusiness.info/success/index.cfm?action=funding&cx=eldorado](http://www.toolsforbusiness.info/success/index.cfm?action=funding&cx=eldorado)

### **City of Placerville Economic Development**

3101 Center Street

530 642 5200

Placerville, CA 95667

<http://www.ci.placerville.ca.us/depts/commdev/econ/default.asp>

### **City of South Lake Tahoe Economic Development**

1901 Airport Road, Ste 204

530 542 6078

South Lake Tahoe, CA 96150

[www.cityofslt.us/economicdevelopment/index.html](http://www.cityofslt.us/economicdevelopment/index.html)

### ***Placer County***

#### **Placer County Office of Economic Development**

On this web page you can learn about funding, find SBA approved lenders, special funding programs, and calculate loan payments.

145 Fulweiler Avenue Ste 120

530 889 4016

Auburn, CA 95603

[www.toolsforbusiness.info/success/index.cfm?action=funding&cx=placerc](http://www.toolsforbusiness.info/success/index.cfm?action=funding&cx=placerc)

#### **Placer County Business Improvement Program**

Placer County Redevelopment Agency offers a Business Improvement Program that provides various types of financial assistance to businesses and property owners in the following redevelopment areas: North Auburn, North Lake Tahoe, and Sunset Industrial. The commercial loan programs include; forgivable facade loans, commercial rehabilitation loans, and mixed-use pre-development loans.

3091 County Center Drive Ste 260

530 745 3150

Auburn, CA 95603

[www.placer.ca.gov/Departments/CEO/Redevelopment/business.aspx](http://www.placer.ca.gov/Departments/CEO/Redevelopment/business.aspx)

#### **City of Auburn Economic Development and Redevelopment**

1225 Lincoln Way, Room 3

530 823 4211

Auburn, CA 95603

[www.auburn.ca.gov/services/CommDev/cdEconDev.html](http://www.auburn.ca.gov/services/CommDev/cdEconDev.html)

**City of Rocklin Guide for Businesses**

3970 Rocklin Road  
Rocklin, CA 95677

916 625 5100

[www.ci.rocklin.ca.us/businesses/default.asp](http://www.ci.rocklin.ca.us/businesses/default.asp)

**City of Roseville Office of Economic Development**

311 Vernon Street  
Roseville, California 95678

916 774 5200

[www.roseville.ca.us/ed/default.asp](http://www.roseville.ca.us/ed/default.asp)

**City of Lincoln Economic Development**

600 Sixth Street  
Lincoln, CA 95648

916 434 2447

[www.ci.lincoln.ca.us/index.cfm?page=3930333](http://www.ci.lincoln.ca.us/index.cfm?page=3930333)

## ***Venture Capital Organizations***

### **Akers Capital, LLC**

Akers Capital manages Pac West Technology Fund I, LP, an investment partnership that invests in emerging technology companies in the Northwest and Northern California. They seek out rapidly growing technology-based businesses and properly qualify their business objectives and markets in relation to Akers Capital's investment profile.

5207 Sunrise Blvd, Suite 220  
Fair Oaks, CA 95628

916 966 2236  
[www.akerscapital.com](http://www.akerscapital.com)

### **Hallador Venture Partners, LLC**

Hallador Venture Partners, LLC is a private venture capital firm concentrating on seed and early stage investments in telecommunications and related fields.

PO Box 15299  
Sacramento, CA 95851

916 920 5187  
[www.hallador.com](http://www.hallador.com)

### **American River Ventures**

American River Ventures (ARV) is focused on investing in new technologies that provide a platform for energy sustainability in industrial and manufacturing environments where more than half of the world's energy is consumed.

2270 Douglas Blvd., Suite 212  
Roseville, CA 95661

916 780 2828  
[www.arventures.com](http://www.arventures.com)

### **DFJ Frontier**

DFJ Frontier seeks out entrepreneurs who have the energy, discipline, and courage to create something from nothing and the desire to work with investment partners who have the experience to help them get there. They are particularly interested in emerging technologies and will consider any market driven technology opportunity including software, information services, biotechnology, nanotechnology, and alternative energy. They like capable people attacking big markets with a viable strategy for establishing sustainable leadership.

2545 Boatman Avenue  
West Sacramento, CA 95691

916 372 3700  
[www.dfjfrontier.com](http://www.dfjfrontier.com)

### **Sacramento Angels, Inc.**

The Sacramento Angels is a group of individuals who invest in early-stage Northern California companies. The group meets once a month over dinner and listens to presentations from candidate companies. If some members show interest in a presenting company, the group facilitates their efforts to share further due diligence. Members act on their own behalf and make individual investment decisions.

1699 East Roseville Parkway  
Roseville, CA 95678-8141

[www.sacangels.org](http://www.sacangels.org)

## **Golden State Capital Network**

Golden State Capital Network's purpose is to introduce innovative entrepreneurs to capital, expertise, and resources for building world-class companies. They provide communities with the capabilities to integrate their own social capital networks for accelerating their homegrown entrepreneurs.

101 Salem Street Ste 200  
Chico, CA 95928

530 893 8828  
[www.goldencapital.net](http://www.goldencapital.net)

## **IMPROVING YOUR BOTTOM LINE**

The following resources provide information, consulting and training to assist you in improving your business.

### ***National, State, Regional***

#### **Sierra Economic Development Corporation**

SEDCorp's mission is to alleviate unemployment and underemployment by expanding industrial resource and small business development while preserving the quality of life in the Sierra Nevada foothills. The mission is achieved through administering Small Business Administration micro loans, US Department of Agriculture revolving loan programs, and robust business training sessions. SEDCorp supports the region's businesses with a variety of training events ranging from single-subject sessions to intensive three-day business "boot camps" to teach the fundamentals of sound business planning from inception to retirement.

560 Wall Street, Suite F  
Auburn, CA 95603

530 823 4703  
[www.sedcorp.biz](http://www.sedcorp.biz)

#### **SCORE – Counselors to America's Small Business**

SCORE, a Resource Partner of the SBA, provides free and confidential business advice and counseling to small business tailored to meet the needs of both start-up and in-business entrepreneurs as well as your personal objectives. SCORE also offers workshops, for a modest fee, and in addition a free seminar for those going into business for the first time. 65 counselors are at your service.

Greater Sacramento SCORE  
4990 Stockton Blvd  
Sacramento, CA 95820

916 635 9085  
[www.sacscore.org](http://www.sacscore.org)

#### **US Government Business.gov**

An excellent resource that provides information on a variety of business topics, such as: starting a business, finance and taxes, expanding your business, links to industry information, and answers to common questions.

[www.business.gov](http://www.business.gov)

#### **The Federal Technology Center**

The Federal Technology Center (The FTC) is a not-for-profit public benefit corporation that promotes economic development in California by facilitating technology transfer between government and the private sector and by helping small businesses successfully compete for federal, state, and local government contracts. Free classes, free counseling, and a low cost bid matching service are offered. Check the website for upcoming classes and other services for small businesses.

4600 Roseville Road Suite 100  
North Highlands, CA 95660

916 334 9388  
[www.TheFTC.org](http://www.TheFTC.org)

## **State of California Department of General Services**

The Department of General Services oversees the procurement of the needs of the state. The following information on their web site helps you understand how your firm can become a potential supplier to the State of California and how the State buys products and services.

Procurement Division

707 Third Street, 2nd Floor

West Sacramento, CA 95605

800 559 5529

[www.pd.dgs.ca.gov/sell2state/default.htm](http://www.pd.dgs.ca.gov/sell2state/default.htm)

## **Northern California World Trade Center**

The mission at Northern California World Trade Center (NCWTC) is to enhance the Central Valley and Capital City region's international commerce and trade capabilities, educate business concerns about the region's trade capabilities and build alliances with businesses and organizations worldwide to grow export dollar volume in the region. The NCWTC serves as the region's premier international business development resource. Licensed by the World Trade Center Association (WTCA) in New York City, the NCWTC is affiliated with an international network of over 750,000 WTC members and 350 centers around the world.

1 Capital Mall, Ste 300

Sacramento, CA 95814

916 447 9827

[www.norcalwtc.org](http://www.norcalwtc.org)

## **Sacramento Regional Center for International Trade Development**

The Sacramento Regional Center for International Trade Development (CITD) offers numerous free and low cost services to assist businesses to go global. Their offerings include Personal Coaching, Training for the Competitive Edge, Tactical Research, and EXPORTability.

1410 Ethan Way

Sacramento, CA 95825

916 563 3200

[www.sacramentocitd.org](http://www.sacramentocitd.org)

## **Los Rios College Small Business Development Center**

The Los Rios College Small Business Development Center has been established to serve the unique needs of the small business community. The Center and its staff provide comprehensive assistance to those who own or plan to own a small business, in the areas of general management, business planning, financial resources and marketing services. Services include: Business Development Information and Referral Services, Business Consulting and Management Assistance, and Business Education and Training Workshops. The Small Business Development Center provides its consultation services at no cost and all consultations are confidential.

1410 Ethan Way

Sacramento, CA 95825

916 563 3210

[www.sbdcc.net](http://www.sbdcc.net)

## **Sierra College Small Business Development Center**

Sierra College Small Business Development Center (SBDC) in Roseville provides business management counseling and training for local business owners. The mission of the Sierra College Small Business Development Center is to improve the economy of our region, by helping businesses thrive – one business at a time. We offer these services to the business community:

- One-on-one confidential, expert business counseling to business owners at no charge.
- Low-cost evening business training seminars on key topics
- Low-cost online business development and management classes

333 Sunrise Avenue, Suite # 885

Roseville CA 95661

916 781 6235

[www.sbdcsierra.org](http://www.sbdcsierra.org)

## **Golden Sierra Job Training Agency**

As a partner of the Connections Workforce Development and Business Resource Center, Golden Sierra Job Training Agency has a variety of programs that can assist businesses. Business workshops are periodically scheduled based on the need of the tri-county businesses. If you need to schedule meeting, your location options can now include an internet meeting or webinar. Services are offered at no cost to the business. For more details, log on to the website below.

1919 Grass Valley Hwy Ste. 110  
Auburn, CA 95603

530 823 4631

[www.connectioncenters.com](http://www.connectioncenters.com)

## ***Alpine/El Dorado County***

### **El Dorado County Economic Development**

El Dorado County's Economic Development program is dedicated to the recruitment, retention and expansion of businesses within the county.

330 Fair Lane  
Placerville, CA 95667

530 621 5595

[www.edcgov.us/economic](http://www.edcgov.us/economic)

### **City of Placerville Economic Development**

3101 Center Street  
Placerville, CA 95667

530 642 5200

<http://www.ci.placerville.ca.us/depts/commdev/econ/default.asp>

### **City of South Lake Tahoe Economic Development**

1901 Airport Road, Ste 204  
South Lake Tahoe, CA 96150

530 542 6078.

[www.cityofslt.us/economicdevelopment/index.html](http://www.cityofslt.us/economicdevelopment/index.html)

### **eldoradobusiness.com**

Only businesses located in El Dorado County will appear in eldoradobusiness.com. This means you're not competing with businesses located outside of El Dorado County in a "local search" which you will find with other sites. eldoradobusiness.com is a true local search directory. Every business located in El Dorado County is eligible for a free standard listing of the company name, address and phone number.

530 676 1980

<http://www.eldoradobusiness.com/>

## ***Placer County***

### **Placer County Office of Economic Development**

Learn about funding, find SBA approved lenders, special funding programs, and calculate loan payments.

145 Fulweiler Avenue Suite 120  
175 Fulweiler Avenue – Mail Address  
Auburn, CA 95603

530 889 4016

[www.toolsforbusiness.info/success/index.cfm?action=funding&cx=placerco](http://www.toolsforbusiness.info/success/index.cfm?action=funding&cx=placerco)

### **Placer County Business Advantage Network**

The Business Advantage Network is a team of highly dedicated and professional business and workforce development staff serving the needs of Placer County businesses. This team will provide a variety of

services to help a business in their expansion, retention and relocation plans. They provide information on free services for recruitment, training and incentives. The Business Advantage Network welcomes the opportunity to tour and speak with local employers. The Placer County Business Advantage Network is designed to help employers find trained, motivated workers who live near your business. They also host job fairs in May and October. All services at no charge.

175 Fulweiler Avenue

Auburn, California 95603

530 889 4061

[www.placer.ca.gov/Departments/CEO/EconDev/BusinessAdvantageNetwork.aspx](http://www.placer.ca.gov/Departments/CEO/EconDev/BusinessAdvantageNetwork.aspx)

### **City of Auburn Economic Development and Redevelopment**

1225 Lincoln Way, Room 3

Auburn, CA 95603

530 823 4211

[www.auburn.ca.gov/services/CommDev/cdEconDev.html](http://www.auburn.ca.gov/services/CommDev/cdEconDev.html)

### **City of Rocklin Guide for Businesses**

3970 Rocklin Road

Rocklin, CA 95677

916 625 5000

[www.ci.rocklin.ca.us/businesses/default.asp](http://www.ci.rocklin.ca.us/businesses/default.asp)

### **City of Roseville Office of Economic Development**

311 Vernon Street

Roseville, California 95678

916 774 5200

[www.roseville.ca.us/ed/default.asp](http://www.roseville.ca.us/ed/default.asp)

### **City of Lincoln Economic Development**

600 Sixth Street

Lincoln, CA 95648

916 434 2447

[www.ci.lincoln.ca.us/index.cfm?page=3930333](http://www.ci.lincoln.ca.us/index.cfm?page=3930333)

## **PERSONNEL RESOURCES**

If you are hiring your first employee, please see the section on First Employee.

### ***Human Resource Solutions***

#### **California Employers Association**

Hotline: 1 800 399 5331

Golden Sierra Workforce Investment Board has contracted with California Employers Association (CEA), an organization of human resource professionals, to offer a free hotline available Monday through Friday from 8AM to 5PM to answers questions regarding your employees. In addition to the hotline service, business assistance workshops will be offered to all three counties' employers. The workshops will focus on providing information and helping businesses remain in compliance with labor laws. They will be held at the Connections Business Resource Centers and will be announced on the Golden Sierra website. All employers in Alpine, El Dorado and Placer counties can access this service and receive answers to any Human Resource or Labor Law question free of charge. Just call 1 800 399 5331 and identify yourself as an employer of either Alpine, El Dorado, or Placer County.

**About CEA:** CEA helps companies maximize the performance of their employees and organization through talent, tools and training. Founded in 1937, CEA is a not-for-profit employers association that today serves over 8000 employers throughout California. CEA's HR professionals provide expertise in the areas of compliance, recruitment, retention, surveys, safety and training and organizational development.

Golden Sierra Job Training Agency

[www.connectioncenters.com](http://www.connectioncenters.com)

California Employers Association

[www.employers.org](http://www.employers.org)

### ***Finding Employees***

There are several agencies and programs designed to assist the local business community in the recruitment, screening, hiring and training of new employees.

#### **Connections Workforce Development and Business Resource Center**

(formerly One Stop Career Centers)

Serving the Sierra Foothill counties of Alpine, El Dorado and Placer, the Connections Workforce Development and Business Resource Center's provide employment and training services to the job seeker and are designed to be an easy, convenient Career Center for both employers and job seekers. The following services are at locations in your area: post job openings, arrange for interview space, conduct a recruiting event, and in certain cases receive financial assistance for hiring – all for free. Contact the location in your area for specific services offered.

#### **CalWORKS Employment Services**

CalWORKS Employment Services offers job coaching, education, vocational and technical training to welfare recipients who are working toward a self-sufficient lifestyle. Labor market and the needs of local employers dictate the focus of the program. Post-employment support helps ensure employers have access to well trained, quality employees. Financial assistance may be available to the employer to cover some wage/training costs.

## **Employment Development Department**

The Employment Development Department offers the employer many services including no-fee job postings and administers the Work Opportunity Tax Credit which promotes the hiring of individuals who qualify as members of target groups, by providing a federal tax credit incentive of up to \$9,000 for employers who hire them.

CalJOBS Customer Service

800 758 0398

[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

Work Opportunity Tax Credit

866 593 0173

[www.edd.ca.gov/jobs\\_and\\_Training/Work\\_Opportunity\\_Tax\\_Credit.htm](http://www.edd.ca.gov/jobs_and_Training/Work_Opportunity_Tax_Credit.htm)

## **Department of Rehabilitation**

The California Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities. There are some cost benefits and incentives to hire employees.

District location

2000 Evergreen Street

916 263 8981

Sacramento, CA 95815

[www.dor.ca.gov](http://www.dor.ca.gov)

## **Golden Sierra Job Training Agency**

As a partner of the Connections Workforce Development and Business Resource Center, Golden Sierra Job Training Agency has a variety of programs that can assist businesses in the recruitment, screening, hiring and training of employees. These programs include: on-the-job training (OJT), work experience/internship, and customized training. Funding for this program is through the federal Workforce Investment Act (WIA). Services are offered at no cost to the business or job seeker. All of the programs are administered through the Connections Workforce Development and Business Resource Center sites.

1919 Grass Valley Hwy Ste. 110

530 823 4631

Auburn, CA 95603

[www.connectioncenters.com](http://www.connectioncenters.com)

## **Alpine/El Dorado Counties**

### **Connections Workforce Development and Business Resource Center (One Stop Centers), Golden Sierra Job Training Agency and Employment Development Department**

3047 Briw Road

530 642 4850

Placerville, CA 95667

[www.connectioncenters.com](http://www.connectioncenters.com)

3368 Lake Tahoe Blvd.

530 573 4330

South Lake Tahoe, CA 96150

[www.connectioncenters.com](http://www.connectioncenters.com)

**CalWORKS**

3057 Briw Road  
Placerville, CA 95667

530 642 7300  
[www.edcgov.us/humanservices/CalWORKSWelfaretoWork.html](http://www.edcgov.us/humanservices/CalWORKSWelfaretoWork.html)

3368 Lake Tahoe Blvd  
South Lake Tahoe, CA 96150

530 573 3200  
[www.edcgov.us/humanservices/CalWORKSWelfaretoWork.html](http://www.edcgov.us/humanservices/CalWORKSWelfaretoWork.html)

**Placer County**

**Placer County Business Advantage Network**

The Business Advantage Network is a team of highly dedicated and professional business and workforce development staff serving the needs of Placer County businesses. This team will provide a variety of services to help a business in their expansion, retention and relocation plans. They provide information on free services for recruitment, training and incentives. The Business Advantage Network welcomes the opportunity to tour and speak with local employers. The Placer County Business Advantage Network is designed to help employers find trained, motivated workers who live near your business. They also host job fairs in May and October. All services at no charge

175 Fulweiler Avenue  
Auburn, California 95603

530 889 4061  
[www.placer.ca.gov/Departments/CEO/EconDev/BusinessAdvantageNetwork.aspx](http://www.placer.ca.gov/Departments/CEO/EconDev/BusinessAdvantageNetwork.aspx)

**Connections Workforce Development and Business Resource Center (One Stop Centers),  
Golden Sierra Job Training Agency and Employment Development Department**

1880 Sierra Gardens Dr. Ste 100  
Roseville, CA 95661

916 774 4074  
[www.connectioncenters.com](http://www.connectioncenters.com)

*Note: In mid-year 2010, the Connections Workforce Development and Business Resource Center located in Roseville is scheduled to move to a new location. Please check the website for updated information.*

1919 Grass Valley Hwy Ste. 110  
Auburn, CA 95603

530 823 4631  
[www.connectioncenters.com](http://www.connectioncenters.com)

10775 Pioneer Trail, Suite 102  
Truckee, CA 96161

530 582 7332  
[www.connectioncenters.com](http://www.connectioncenters.com)

**CalWORKS**

Business Advantage Network  
175 Fulweiler Avenue  
Auburn, CA 95603

530 889 4061  
[www.placer.ca.gov/Departments/hhs/public\\_assistance/CalWorks.aspx](http://www.placer.ca.gov/Departments/hhs/public_assistance/CalWorks.aspx)

## ***Employee Training and Internships***

The resources listed below include a number of colleges. They may assist you with training and internships. Contact the colleges to determine if they have a placement office, intern programs, or trainings you are interested in. Some colleges will design and deliver specific training for your business.

### **Employment Training Panel**

ETP is a California State agency that is designed to fund training that meets the needs of employers for skilled workers and the need of workers for good, long-term jobs. The program supports the California economy, primarily by funding the retraining of incumbent, frontline workers in companies challenged by out-of-state competition. ETP also funds training for unemployed workers, and prioritizes small businesses, and employers and workers in high unemployment areas of the State.

1100 J Street, 4th Floor  
Sacramento, CA 95814

916 327 5262

[www.etp.ca.gov](http://www.etp.ca.gov)

### **Experience Works**

Experience Works is a national, nonprofit, community-based organization whose mission is to put the experience of older individuals to work. Experience Works has grown to be the nation's leading provider of training, employment, and community service for low-income (125% poverty level) older people (55+).

800 288 1324

[www.experienceworks.org](http://www.experienceworks.org)

## **Alpine/El Dorado County**

### **Central Sierra Regional Occupation Program**

The purpose of ROP is to provide students with marketable job skills upon completion of the program. ROP works in cooperation with local businesses in the community to provide students on-the-job training on up-to-date equipment.

4675 Missouri Flat Road  
Placerville, CA 95667

530 621 0123

[www.eduhsd.k12.ca.us](http://www.eduhsd.k12.ca.us)

### **Folsom Lake College**

Folsom Lake College is a member of the Los Rios Community College District. Folsom Lake College serves the community with classes offered at:

- Main Folsom campus
- El Dorado Center in Placerville
- Rancho Cordova Center
- Various off-site locations in communities of the region

10 College Parkway  
Folsom, CA 95630

916 608 6500

[www.flc.losrios.edu](http://www.flc.losrios.edu)

### **Los Rios Workplace Learning Resource Center**

The Workplace Learning Resource Center offers Basic Skill and Customized training for the workplace. Basic skills include fundamental skill levels of reading, writing, math and English. Basic skills also include the ability to interpret instructions and make decisions. Communicating effectively, solving problems, resolving conflicts, working with people from different cultures, using a computer, and adapting to change are also basic skills. Customized training offers training programs that are unique to your organization. After conducting an interview to determine what your specific industry and workplace needs are, the Center will develop the content that works for your workplace.

1410 Ethan Way, Suite 203  
Sacramento, CA 95825

916 563 3253

<http://wplrc.losrios.edu>

### **Lake Tahoe Community College**

The college offers certificates and associate degrees from culinary arts to computer studies.

One College Drive  
South Lake Tahoe, CA 96150

530 541 4660

[www.ltc.edu](http://www.ltc.edu)

### **Placer County**

#### **49er Regional Occupation Program**

Offering career and technical education classes to the citizens in Placer and Nevada Counties since 1975.

360 Nevada Street  
Auburn, CA 95603

530 889 5949

[www.49errop.com](http://www.49errop.com)

### **Sierra College Training and Development**

On-site training, offered on your schedule and tailored for your industry, can meet your company's need for optimizing employee performance.

333 Sunrise Avenue, Suite # 885  
Roseville CA 95661

916 781 6245

[www.sierra.cc.ca.us/Entryways/business.htm](http://www.sierra.cc.ca.us/Entryways/business.htm)

## ***Employee Separation***

Employee separation may be a result of non-performance or business downsizing.

### **Non-Performance**

Resources at California Employers Association (CEA) can assist you in ensuring your non-performance separation is accomplished in the best way possible. The service is free to all employers in Alpine, El Dorado, and Placer counties. See the following website for the information and see Human Resource Solutions under Personnel Resources for more information about CEA.

Golden Sierra Job Training Agency

[www.connectioncenters.com](http://www.connectioncenters.com)

If an employee is separated for non-performance, you must have cause and documentation if you do not want to pay for Unemployment Insurance. The details can be found at the EDD website.

EDD Benefit Determination Guide

[www.edd.ca.gov/UIBDG](http://www.edd.ca.gov/UIBDG)

### **Layoff Avoidance**

There are two programs through the Employment Development Department that may help the business avoid layoffs.

#### **Work Sharing Program**

The Work Sharing Unemployment Insurance program allows for the payment of benefits to individuals whose wages and hours have been reduced. This program is considered a temporary and practical alternative to layoffs.

[www.edd.ca.gov/Unemployment/Work\\_Sharing\\_Claims.htm](http://www.edd.ca.gov/Unemployment/Work_Sharing_Claims.htm)

#### **Partial Claims**

Partial claims are for employees whose employers want to retain them when there is a lack of work. Employees who use the partial claim to file for UI benefits are not required to look for new jobs because their employer has certified that there will be a job for them shortly. These employees are considered "partially unemployed."

[www.edd.ca.gov/Unemployment/Partial\\_Claims.htm](http://www.edd.ca.gov/Unemployment/Partial_Claims.htm)

Other resources for the business trying to avoid layoffs are the free consulting and workshops through SCORE and the Small Business Development Centers.

### **SCORE – Counselors to America’s Small Business**

SCORE, a Resource Partner of the SBA, provides free and confidential business advice and counseling to small business tailored to meet the needs of both start-up and in-business entrepreneurs as well as your personal objectives. SCORE also offers workshops, for a modest fee, and in addition a free seminar for those going into business for the first time. 65 counselors are at your service.

Greater Sacramento SCORE

4990 Stockton Blvd  
Sacramento, CA 95820

916 635 9085

[www.sacscore.org](http://www.sacscore.org)

## **Los Rios College Small Business Development Center**

The Los Rios College Small Business Development Center has been established to serve the unique needs of the small business community. The Center and its staff provide comprehensive assistance to those who own or plan to own a small business, in the areas of general management, business planning, financial resources and marketing services.

Services include: Business Development Information and Referral Services, Business Consulting and Management Assistance, and Business Education and Training Workshops.

The Small Business Development Center provides its consultation services at no cost and all consultations are confidential. New businesses just starting up, established businesses or businesses exploring a new location or market may contact the Center.

1410 Ethan Way  
Sacramento, CA 95825

916 563 3210  
[www.sbdcenter.org](http://www.sbdcenter.org)

## **Sierra College Small Business Development Center**

Sierra College Small Business Development Center (SBDC) provides business management counseling and training for local business owners. The Center offers the assistance you need to be more successful, whether you have been in business for years or are just starting out. The mission of the Sierra College Small Business Development Center is to improve the economy of our region, by helping businesses thrive – one business at a time. These services are offered to the business community:

- One-on-one confidential, expert business counseling to business owners at no charge.
- Low-cost evening business training seminars on key topics
- Low-cost online business development and management classes

333 Sunrise Avenue, Suite # 885  
Roseville CA 95661

916 781 6235  
[www.sbdcsierra.org](http://www.sbdcsierra.org)

## **Layoff Assistance**

If a layoff is necessary for your business, there are services that you can engage to give your employees information about services such as unemployment Insurance and job search services. Contact you local Connections Workforce Development and Business resource Center to get further information. These services are free of charge.

## **Alpine/El Dorado Counties**

### **Connections Workforce Development and Business Resource Center (One Stop Centers)**

3047 Briw Road  
Placerville, CA 95667

530 642 4850  
[www.edcgov.us/humanservices/employerservices.html](http://www.edcgov.us/humanservices/employerservices.html)

3388 Lake Tahoe Blvd.  
South Lake Tahoe, CA 96150

530 573 4330  
[www.edcgov.us/humanservices/employerservices.html](http://www.edcgov.us/humanservices/employerservices.html)

## **Placer County**

### **Connections Workforce Development and Business Resource Center (One Stop Center)**

1880 Sierra Gardens Dr. Ste 100  
Roseville, CA 95661

916 774 4074  
[www.connectioncenters.com](http://www.connectioncenters.com)

## **PERSONNEL RESOURCES – EMPLOYEE SEPERATION**

*Note: In mid-year 2010, the Connections Workforce Development and Business Resource Center located in Roseville is scheduled to move to a new location. Please check the website for updated information.*

1919 Grass Valley Hwy Ste. 110  
Auburn, CA 95603

530 823 4631

[www.connectioncenters.com](http://www.connectioncenters.com)

10775 Pioneer Trail, Suite 102  
Truckee, CA 96161

530 582 7332

[www.connectioncenters.com](http://www.connectioncenters.com)

## ***First Employee***

If this is your first employee, you need to establish an Employer Identification Number (EIN) with the California Employment Development Department and a Federal Employer Identification Number (FEIN) with the Internal Revenue Service. You also need to comply with various employment laws. The list below is meant as a place for you to start, and is not meant to be a complete list.

Resources at California Employers Association (CEA) can assist you in ensuring your first employee legal obligations are covered. The service is free to all employers in Alpine, El Dorado, and Placer counties. See the following website for the information and see Human Resource Solutions under Personnel Resources for more information about CEA.

Golden Sierra Job Training Agency

[www.connectioncenters.com](http://www.connectioncenters.com)

## **State Employer Identification Number**

State Employer Identification Number is only necessary if you are going to have employees. Form DE-1 can be obtained through the Employment Development Department or downloaded from the EDD web site. Once completed, mail or fax to:

### **Employment Development Department Payroll Taxes**

Account Services Group MIC 28

P.O. Box 826880

888 745 3886

Sacramento, CA 94280

[www.edd.ca.gov/Payroll\\_Taxes/Reporting\\_Requirements.htm](http://www.edd.ca.gov/Payroll_Taxes/Reporting_Requirements.htm)

## **Federal Employer Identification Number**

Federal Employer Identification Number (FEIN) is needed if you are in business. If you are a sole proprietorship without employees you may use your social security number, otherwise you need to obtain a FEIN.

Internal Revenue Service

800 829 4933

[www.irs.gov/smallbiz](http://www.irs.gov/smallbiz)

## **Internal Revenue Service**

You can download forms and publications from the IRS Web Site. Some useful employee forms and publications are:

### **Publications:**

- Pub 15 – Circular E – Employers Tax Guide
- Pub 80 – Circular SS – Federal Tax Guide for Employers

### **Forms:**

- SS-4 – Application for employer Identification Number
- W-4 – Employee Withholding Certificate

Order Forms Division

1111 Constitution Avenue, NW

Washington, D.C. 20224

800 829 1040

[www.irs.gov/formspubs](http://www.irs.gov/formspubs)

## **Employee Regulation Agencies**

It is important that you contact the appropriate regulatory agencies to learn of any special regulatory requirements necessary for you to operate your business to ensure compliance with all city, county, state and federal requirements.

Resources at California Employers Association (CEA) can assist you in ensuring your business is compliant with various regulations. The service is free to all employers in Alpine, El Dorado, and Placer counties. See the following website for the information and see Human Resource Solutions under Personnel Resources for more information about CEA.

Golden Sierra Job Training Agency

[www.connectioncenters.com](http://www.connectioncenters.com)

## **California Tax Service Center**

This site provides information of the required postings of information when you have employees.

[www.taxes.ca.gov/Payroll Tax/postingreqbus.shtml](http://www.taxes.ca.gov/Payroll_Tax/postingreqbus.shtml)

## **Federal & State Safety and Health Regulations**

You have a legal obligation to provide a safe working environment for your employees. You must operate your business in compliance with both Federal and California OSHA requirements. Contact the U.S. Department of Labor for a consultation on information regarding Federal OSHA and Cal OSHA requirements.

### **Occupational Safety & Health Administration (OSHA)**

800 321 6742

[www.osha.gov](http://www.osha.gov)

### **Cal/OSHA**

916 263 0704

Free Consultation Service  
2424 Arden Way, Suite 410  
Sacramento, CA 95825

[www.dir.ca.gov/WP.asp](http://www.dir.ca.gov/WP.asp) AND  
[www.dir.ca.gov/DOSH/EmployerInformation.htm](http://www.dir.ca.gov/DOSH/EmployerInformation.htm)

## **Workers' Compensation**

The Division of Workers' Compensation (DWC) monitors the administration of workers' compensation claims, and provides administrative and judicial services to assist in resolving disputes that arise in connection with claims for workers' compensation benefits.

## **Department of Industrial Relations**

Office of the Director  
455 Golden Gate Avenue  
San Francisco CA 94102

800 736 7401  
[www.dir.ca.gov/DWC](http://www.dir.ca.gov/DWC)

## **US Department of Labor**

If you hire employees, you may have to meet the requirements of the Federal Fair Labor Standards Act and the California Labor Code. Contact the U.S. Department of Labor, Wage and Hour Division and the local Labor Commissioner for information on minimum wage and other labor issues.

[www.dol.gov/WHD](http://www.dol.gov/WHD)

Further DOL information for employers

[www.dol.gov/dol/audience/aud-employers.htm](http://www.dol.gov/dol/audience/aud-employers.htm)

## **Department of Industrial Relations Dept - California**

The Department of Industrial Relations was established to improve working conditions for California's wage earners, and to advance opportunities for profitable employment in California.

Office of the Director

455 Golden Gate Avenue

415 703 5070

San Francisco CA 94102

[www.dir.ca.gov](http://www.dir.ca.gov)

## **Federal & State Fair Employment Laws**

Contact the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing for information about compliance with laws prohibiting discrimination in employment on the basis of sex, age, color, national origin, religion, or physical and mental handicaps.

### **US Equal Employment Opportunity Commission**

800 669 4000

[www.eeoc.gov/employers](http://www.eeoc.gov/employers)

### **California Department of Fair Employment & Housing**

The mission of the Department of Fair Employment and Housing is to protect Californians from employment, housing, and public accommodation discrimination, and hate violence

2000 O Street, Suite 120

800 884 1684

Sacramento, CA 95814

[www.dfeh.ca.gov](http://www.dfeh.ca.gov)

## **CHAMBERS OF COMMERCE AND BUSINESS ASSOCIATIONS**

### ***State and Regional***

#### **California Employers Association**

If you own a business in Alpine, El Dorado, or Placer County, you are a member of the California Employers Association. Golden Sierra Workforce Investment Board has contracted with California Employers Association (CEA) to offer a 1-800 hotline, available Monday through Friday from 8AM to 5PM. All employers in Alpine, El Dorado and Placer counties can access this service and receive answers to any Human Resource or Labor Law question free of charge. Access the call in information from the Golden Sierra Job Training Agency's web site.

**About CEA:** CEA helps companies maximize the performance of their employees and organization through talent, tools and training. Founded in 1937, CEA is a not-for-profit employers association that today serves over 8000 employers throughout California. CEA's HR professionals provide expertise in the areas of compliance, recruitment, retention, surveys, safety and training and organizational development.

Golden Sierra Job Training Agency

[www.connectioncenters.com](http://www.connectioncenters.com)

California Employers Association

[www.employers.org](http://www.employers.org)

#### **California Chamber of Commerce**

For more than 100 years, the California Chamber of Commerce has worked to make California a better place to do business by giving private-sector employers a voice in state politics and providing a full range of California-specific products and services. Experience has taught us that California's business leaders need comprehensive support that follows key issues such as health care, workers' compensation and business taxes. Not only do we give you the tools to make compliance easier after laws are passed, we work within state and federal politics to ensure fair legislation and a pro-business climate.

1215 K Street, Suite 1400

916 444 6670

Sacramento, CA 95814

[www.calchamber.com](http://www.calchamber.com)

#### **Golden Sierra Workforce Investment Board**

The Workforce Investment Board (WIB) recognizes that our principal assets are informed and dedicated members. The members of this board are the driving forces behind planning the service strategy of the workforce development system. This private sector driven, public board grants authority to local business decision-makers. The WIB provides direction to public sector agencies with regards to local business needs and youth services. Members of the WIB are responsible for carrying information back to the agencies and organizations they represent to ensure that there is a unified effort in meeting the identified local needs.

Golden Sierra Job Training Agency

530 823 4635

1919 Grass Valley Hwy Ste. 100

Fax 530 885 5579

Auburn, CA 95603

[www.goldensierrawib.com](http://www.goldensierrawib.com)

### ***Alpine/El Dorado County***

#### **Alpine County Chamber of Commerce**

3 Webster Street

530 694 2475

## **CHAMBER AND ASSOCIATIONS**

Markleeville, CA 96120

[www.alpinecounty.com](http://www.alpinecounty.com)

### **Broadway Development Association**

Placerville, CA 95667

530 391 1985

### **El Dorado County Chamber of Commerce**

The El Dorado County Chamber offers a business resource center and lending library to all businesses in the county.

542 Main Street

Placerville, CA 95667

530 621 5885

[www.eldoradocounty.org](http://www.eldoradocounty.org)

### **Coloma-Lotus Chamber of Commerce**

PO Box 608

Coloma, CA 95613

530 622 6919

[www.colomalotus.com](http://www.colomalotus.com)

### **El Dorado Hills Chamber of Commerce**

981 Governors Dr. Suite 103

El Dorado Hills, CA 95667

916 933 1335

[www.eldoradohillschamber.com](http://www.eldoradohillschamber.com)

### **Shingle Springs/Cameron Park Chamber of Commerce**

PO Box 341

Shingle Springs, CA 95682

530 677 8000

[www.sscpcchamber.org](http://www.sscpcchamber.org)

### **Divide Chamber of Commerce**

PO Box 1536

Georgetown, CA 95634

530 333 0334

[www.dcoc.net](http://www.dcoc.net)

### **South Tahoe Chamber of Commerce**

2572 Lake Tahoe Blvd. Suite 3

South Lake Tahoe, CA 96150

530 542 5060

[www.southtahoechamber.com](http://www.southtahoechamber.com)

### **Lake Tahoe South Shore Chamber of Commerce**

161 Hwy 50 3<sup>rd</sup> Floor

Stateline, Nevada 89449

775 588 1728

[www.tahoechamber.org](http://www.tahoechamber.org)

### **Placerville Downtown Association**

PO Box 2156

Placerville, CA 95667

530 672 3426

[www.placerville-downtown.org](http://www.placerville-downtown.org)

### **Placerville Drive Business Association**

Placerville, CA 95667

530 620 6000

[www.placervilledrive.com](http://www.placervilledrive.com)

### **El Dorado County Board of Realtors**

4096 Motherlode Drive

Shingle Springs, CA 95682

530 676 0161 or 916 933 3223

[www.edcar.org](http://www.edcar.org)

**El Dorado Builder's Exchange**

3430 Robin Lane, Suite 7  
Cameron Park, CA 95682

530 672 2955  
[www.goodbuilders.org](http://www.goodbuilders.org)

**El Dorado County Farm Bureau**

2460 Headington Road  
Placerville, CA 95667

530 622 7773  
[www.cfbf.com/counties/?id=9](http://www.cfbf.com/counties/?id=9)

***Placer County***

**Auburn Area Chamber of Commerce**

601 Lincoln Way  
Auburn, CA 95603

530 885 5616  
[www.auburnchamber.net](http://www.auburnchamber.net)

**Colfax Area Chamber of Commerce**

99 South Railroad Street  
Colfax, CA 95713

530 346 8888  
[www.colfaxarea.com](http://www.colfaxarea.com)

**Forest Hill Divide Chamber of Commerce**

24600 Main Street, #A  
Foresthill, CA 95631

530 367 2474  
<http://foresthillchamber.org>

**Lincoln Area Chamber of Commerce**

511 Fifth Street  
Lincoln, CA 95648

916 645 2035  
[www.lincolinchamber.com](http://www.lincolinchamber.com)

**Loomis Basin Chamber of Commerce**

6090 Horseshoe Bar Road  
Loomis, CA 95650

916 652 7252  
[www.loomischamber.com](http://www.loomischamber.com)

**Rocklin Chamber of Commerce**

3700 Rocklin Rd.  
Rocklin, CA 95678

916 624 2548  
<http://rocklinchamber.com>

**Roseville/Granite Bay Chamber of Commerce**

650 Douglas Blvd.  
Roseville, CA 95678

916 783 8136  
<http://rosevillechamber.com>

**North Lake Tahoe Resort Association**

950 N. Lake Blvd.  
Tahoe City, CA 96145

530 583 3494  
<http://nltra.org>

**Downtown Roseville Merchants, Inc.**

PO Box 552,  
Roseville, CA 95678

877 848 1273  
[www.downtownroseville.com](http://www.downtownroseville.com)

**Highway 49 Business Association**

775 588 7768  
[www.historichwy49.com](http://www.historichwy49.com)

**Newcastle Area Business Association**

P. O. Box 1023  
Newcastle, CA 95658

916 663 1108  
[www.newcastlecommunity.org](http://www.newcastlecommunity.org)

**Old Town Auburn Association**

P.O. Box 9145  
Auburn, CA 95604

530 823 3836  
[www.oldtownauburnca.com](http://www.oldtownauburnca.com)

**Placer County Association of REALTORS®, Inc.**

4750 Grove Street  
Rocklin, CA 95677

916 624 8271  
[www.pcaor.com](http://www.pcaor.com)

**Sierra Gateway Business Association**

(Bowman Redevelopment Project Area in North Auburn)  
Kurt Sandhoff, President

916 698 4653  
Email - Kurt@gofico.com

**Tahoe City Downtown Association**

425 North Lake Blvd #1  
Tahoe City, CA 986145

530 583 3348  
[www.visittahoe-city.com](http://www.visittahoe-city.com)

**West Shore Association**

PO Box 844  
Homewood CA, 96141

530 525 0400  
[www.tahoewestshoreassoc.com](http://www.tahoewestshoreassoc.com)

## **AGRICULTURE BUSINESS RESOURCES**

### ***State and Regional Resources***

#### **California Department of Food and Agriculture**

The California Department of Food and Agriculture strives to support the tradition of innovation and agricultural diversity by working with private industry, academia and public sector agencies. These partnerships allow the department to adapt public policy to a rapidly changing industry – California agriculture.

220 N Street

Sacramento, California, 95814

916 654 0466

[www.cdffa.ca.gov](http://www.cdffa.ca.gov)

#### **California Department of Pesticide Regulation**

The mission of the Department of Pesticide Regulation is to protect human health and the environment by regulating pesticide sales and use, and by fostering reduced-risk pest management.

1001 I Street

Sacramento, California, 95812

916 445 4177

[www.cdpr.ca.gov](http://www.cdpr.ca.gov)

#### **Gold Country Sheep Producers Association**

The Gold Country Sheep Producers Association encourages cooperation among sheep and goat producers and supports businesses within the California counties of El Dorado, Nevada, Placer, Sacramento, Sutter and Yuba. The Association promotes the welfare of the sheep and goat industry at the local, state and national levels.

530 633 8298

[www.goldcountrysheepproducers.org](http://www.goldcountrysheepproducers.org)

#### **High Sierra Resource and Development Council**

The High Sierra RC&D Council will provide assistance to communities to strengthen the local economy, conserve natural resources and provide a safe and secure quality of life. Serving the counties of El Dorado, Placer, Nevada Sierra, and Yuba,

251 Auburn Ravine, Suite 105

Auburn, CA 95603

530 823 5687

### ***El Dorado County***

#### **El Dorado County Department of Agriculture**

The Department's mission is to protect, enhance and promote the preservation of agriculture and the environment while sustaining the public health, safety and welfare of all citizens, and to provide consumer and marketplace protections through the fair and equitable enforcement of laws and regulations.

311 Fair Lane

Placerville, CA 95667

530 621 5520

<http://www.co.el-dorado.ca.us/ag>

#### **El Dorado County Agriculture Commission**

The Agricultural Commission acts in an advisory capacity to the Board of Supervisors and the Planning Commission on all matters related to agriculture. The Agricultural Commission's scope of interest

includes a wide variety of agricultural, timber and land use issues including agricultural land preservation, agricultural production, forest land preservation and forest production.

311 Fair Lane

530 621 5520

Placerville, CA 95667

<http://www.edcgov.us/ag/commission.html>

### **University of California Cooperative Extension El Dorado County**

University of California Cooperative Extension provides information and assistance with crop selection, costs of production, pest management, soil fertility management, crop water requirements, livestock, range management, invasive weeds, etc.

311 Fair Lane

530 621 5502

Placerville, CA 95667

<http://ceeldorado.ucdavis.edu>

### **Placerville Fruit Growers Association**

4600 Missouri Flat Road

530 622 2640

Diamond Springs, CA

### **El Dorado Winery Association**

Po Box 1614

916 932 2241

Placerville, CA 95667

[www.eldoradowines.org](http://www.eldoradowines.org)

### **El Dorado Wine Grape Growers Association**

The purpose of the El Dorado Wine Grape Growers Association is to promote premium wine grape growing and the wine grape industry in the El Dorado County. Membership is available to anyone who grows wine grapes commercially, or who is in the process of planning and developing a commercial vineyard, in the El Dorado viticultural appellation.

P.O. Box 2121

Placerville, CA 95667-2121

[www.eldoradograpes.com](http://www.eldoradograpes.com)

### **Fair Play Winery Association**

Within a 5 mile radius in the heart of the Sierra Nevada Foothills of California, the Fair Play Winery Association is comprised of family owned wineries that take pride in their wine, their land, and their customers.

PO Box 341

Fair Play, CA 95684

[www.fairplaywine.com](http://www.fairplaywine.com)

### **Apple Hill Growers**

The Apple Hill Growers Association is a member organization created to promote the marketing of its members' agricultural products directly to the consumer from their farm locations. Members include; apple growers, wineries, Christmas tree growers, berry growers, and growers who produce a diverse variety of other crops

P.O. Box 494

530 644 7692

Camino, CA 95709

[www.applehill.com](http://www.applehill.com)

### **El Dorado County Farm Trails Association**

The El Dorado County Farm Trails Association was created in 1990 to promote the direct marketing of El Dorado County's diverse agricultural products, and to unify the County's agricultural industry.

P.O. Box 542  
Camino, CA 95709

530 647 2363  
[www.edc-farmtrails.org](http://www.edc-farmtrails.org)

### **El Dorado County Christmas Tree Growers**

The El Dorado County Christmas Tree Growers is an organization comprised of "choose and cut" Christmas tree growers located throughout El Dorado County.

P.O. Box 423  
Placerville, CA 95667

[www.chooseandcut.com](http://www.chooseandcut.com)

### **El Dorado County Farm Bureau**

The El Dorado County Farm Bureau is a membership-based, grassroots organization dedicated to protecting the productive, economic and social viability of El Dorado County agriculture and farmers. Through our affiliation with California Farm Bureau Federation, we also monitor state and federal issues important to local farmers and ranchers

2460 Headington Road  
Placerville, CA 95667

530 622 7773  
[www.cfbf.com/counties/?id=9](http://www.cfbf.com/counties/?id=9)

Other Agricultural links can be found at [www.co.el-dorado.ca.us/ag/links.html](http://www.co.el-dorado.ca.us/ag/links.html)

### **El Dorado County Chamber of Commerce Ag Council**

The El Dorado County Chamber Ag Council hosts the annual Ag Tour and Roundtable.

542 Main Street  
Placerville, CA 95667

530 621 5885  
[www.eldoradocounty.org](http://www.eldoradocounty.org)

## ***Placer County***

### **Placer County Agricultural Commissioner**

The Agriculture Department responsibilities include:

- Performing agricultural and pesticide inspections
- Certifying weighing and measuring devices for consumer protection
- Assisting in predatory animal control
- Helping farmers maintain healthy crops and livestock

11477 E Avenue  
Auburn, CA 95603

530 889 7372  
[www.Placer.Ca.gov/Agriculture.aspx](http://www.Placer.Ca.gov/Agriculture.aspx)

### **Placer County Agricultural Marketing Program**

It is the job of the Placer County Agricultural Marketing Program to bring locally grown products to the attention of the non-agricultural community by working directly with growers to develop marketing materials, promote direct distribution of their products, and assist with development of value-added products.

530 889 7336  
[www.placer.ca.gov/Departments/Agriculture/AgMktgProgram.aspx](http://www.placer.ca.gov/Departments/Agriculture/AgMktgProgram.aspx)

## **University of California Cooperative Extension, Placer-Nevada Counties**

UC's 64 Cooperative Extension offices are local problem-solving centers. More than 400 campus-based specialists and county-based farm, home, and youth advisors work as teams to bring the University's research-based information to Californians.

11477 E Avenue - DeWitt Center  
Auburn, CA 95603

530 889 7385

<http://ceplacer.ucdavis.edu>

## **Placer County Farm Bureau**

The California Farm Bureau Federation is a non-governmental, non-profit, voluntary membership California Corporation whose purpose is to protect and promote agricultural interests throughout the state of California and to find solutions to the problems of the farm, the farm home and the rural community. Farm Bureau is organized on a county, state and national basis-in that order. The county Farm Bureau is the nucleus of the organization.

10120 Ophir Road  
Newcastle, CA 95658

916 663 2929

[www.CFBF.com/Counties/?id=31](http://www.CFBF.com/Counties/?id=31)

## **Foothills Farmers' Market Association**

Celebrating 20 Years of Farmers' Markets in Placer County California certified farm-fresh fruits, vegetables, flowers, nuts, honey, eggs, and nursery stock.

PO Box 3343  
Auburn, CA 95602

530 823 6183

[www.foothillfarmersmarket.com](http://www.foothillfarmersmarket.com)

## **Mountain Mandarin Growers' Association**

The Mountain Mandarin Growers' Association has been growing delicious seedless mountain mandarins for over 50 years in the fertile soil of Placer County, California. Beginning with a few growers in Penryn and Loomis, the Mountain Mandarin Growers Association now boasts over 30 members spread throughout the rural areas of Auburn, Newcastle, Penryn, Loomis and Lincoln.

916 663 1025

[www.MountainMandarins.com](http://www.MountainMandarins.com)

## **Placer County Wine & Grape Association**

Placer County Wine and Grape Association (PCWGA) is a non-profit organization committed to informing and educating the public about Placer County wines, wineries and grape growers and grapes

[www.PlacerWineAndGrape.org](http://www.PlacerWineAndGrape.org)

## **Placer Farm & Barn Tour**

The Placer Farm & Barn Tour celebrates Placer County's agricultural heritage and the family farms that feed us.

530 887 2111

[www.PlacerFarmAndBarnTour.com](http://www.PlacerFarmAndBarnTour.com)

## **U.S. Department of Agriculture Service Center – Placer County**

251 Auburn Ravine Rd., Ste. 107  
Auburn, CA 95603

530 885 6505

### **Placer Legacy**

Placer Legacy is a countywide, science-based open space and habitat protection program. Placer Legacy will result in a comprehensive open space plan for Placer County that preserves the diversity of plant and animal communities in the County and addresses a variety of other open space needs, from agriculture and recreation to urban edges and public safety.

3091 County Center Drive  
Auburn CA 95603

530 745 3000  
[www.Placer.Ca.gov](http://www.Placer.Ca.gov)

### **Horticulture and Small Farms Advisor**

Cindy Fake  
11477 E Avenue  
Auburn

530 889 7385

### **Alpaca Gold Association**

Alpaca Gold Association promotes and supports alpaca breeders and enthusiasts in Nevada, Placer and Yuba counties.

[www.alpacagold.org](http://www.alpacagold.org)

## **LICENSES AND PERMITS**

A business license is required to conduct business within the unincorporated areas of Alpine, El Dorado and Placer County. It is unlawful for any person to transact any kind of business in the unincorporated territory of the County without possessing an unexpired and un-revoked county business license unless the business is exempt from the license requirements.

If the business operates in one of the cities within El Dorado and Placer County, the city issues the business license. Depending on your type of business, you may need other licenses.

Check with your local Permit Department for required permits for expansion or renovation.

### ***Alpine/El Dorado County***

#### **Alpine Business License**

#### **Alpine Treasurer/Tax Collector**

99 Water Street

530 694 2286

Markleeville, CA 96120

[www.alpinecountycalifornia.gov/departments/treasurer](http://www.alpinecountycalifornia.gov/departments/treasurer)

#### **Alpine Building Department**

50 Diamond Valley Road

530 694 2140

Markleeville, CA 96120

[www.alpinecountycalifornia.gov/building\\_department](http://www.alpinecountycalifornia.gov/building_department)

#### **El Dorado County Business License**

#### **El Dorado County Treasurer & Tax Collector**

360 Fair Lane

530 621 5800

Placerville, CA 95667

[www.edcgov.us/taxcollector/appsteps.html](http://www.edcgov.us/taxcollector/appsteps.html)

#### **El Dorado County Building Permits**

#### **El Dorado County Development Services**

2850 Fair Lane, Building C

530 621 5775

Placerville, CA 95667

[www.edcgov.us/DevServices/offices.html](http://www.edcgov.us/DevServices/offices.html)

#### **El Dorado County Economic Development**

El Dorado County's Economic Development program is dedicated to the recruitment, retention and expansion of businesses within the county. If you need assistance with building expansion or permits, please call.

330 Fair Lane

530 621 5595

Placerville, CA 95667

[www.edcgov.us/economic](http://www.edcgov.us/economic)

#### **City of Placerville Building Division**

3101 Center Street

530 642 5240

Placerville, CA 95667

[www.cityofplacerville.org/depts/commdev/building/default.asp](http://www.cityofplacerville.org/depts/commdev/building/default.asp)

**City of Placerville Business License**

3101 Center Street  
Placerville, CA 95667

530 642 5223

[www.cityofplacerville.org/depts/finance/business/default.asp](http://www.cityofplacerville.org/depts/finance/business/default.asp)

**City of South Lake Tahoe Building & Safety Division**

1901 Airport Road  
South Lake Tahoe, CA 96150

530 542 6000

[www.cityofslt.us/communitydevelopment/building-safety.html](http://www.cityofslt.us/communitydevelopment/building-safety.html)

**City of South Lake Tahoe Finance Department - Business Licenses**

1901 Airport Road  
South Lake Tahoe, CA 96150

530 542 6000

[www.cityofslt.us/finance/license.html](http://www.cityofslt.us/finance/license.html)

***Placer County***

**Business License**

**Placer County Tax Collector's Office**

2976 Richardson Drive, 2nd Floor  
Auburn, CA 95604

530 889 4120

[www.placer.ca.gov/Departments/Tax/License.aspx](http://www.placer.ca.gov/Departments/Tax/License.aspx)

**Permits**

**Placer County Community Development Resource Agency**

3091 County Center Drive  
Auburn, CA 95604

530 745 3197

[www.placer.ca.gov/Departments/CommunityDevelopment.aspx](http://www.placer.ca.gov/Departments/CommunityDevelopment.aspx)

**Placer County Office of Economic Development**

Placer County's Economic Development program is dedicated to the recruitment, retention and expansion of businesses within the county. If you need assistance with building expansion or permits, please call.

175 Fulweiler Avenue  
Auburn, CA 95603

530 889 4016

[www.placer.ca.gov/Departments/CEO/EconDev.aspx](http://www.placer.ca.gov/Departments/CEO/EconDev.aspx)

## **STATE TAXES**

### **Franchise Tax Board**

3321 Power Inn Road, Suite 250  
Sacramento, CA 95826-3893

800 852 5711  
[www.ftb.ca.gov](http://www.ftb.ca.gov)

### **Employment Development Department**

EDD is responsible for the collection of employment taxes. For the most up-to-date information, you can download the California Employers Guide at: [www.edd.ca.gov/Payroll\\_Taxes/Forms\\_and\\_Publications.htm](http://www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm) publication number DE44.

3321 Power Inn Road  
Sacramento, CA 95826

[www.edd.ca.gov](http://www.edd.ca.gov)

### **State Board of Equalization**

The Board of Equalization is responsible for the administration and collection of the state's sales and use, fuel, alcohol, tobacco, and other special taxes and fees.

Central Information Center  
3321 Power Inn Road, Suite 210  
Sacramento, CA 95826-3889

800 400 7115

[www.boe.ca.gov](http://www.boe.ca.gov)

### **State Employer Identification Number**

State Employer Identification Number is only necessary if you are going to have employees. Form DE-1 can be obtained through the Employment Development Department or downloaded from the EDD web site.

Once completed, mail or fax to:

#### **Employment Development Department**

Account Services Group MIC 28  
P.O. Box 826880  
Sacramento, CA 94280-0001

888 745 3886  
[www.edd.ca.gov](http://www.edd.ca.gov)

## **FEDERAL TAXES**

### **US Government Business.gov**

An excellent resource that provides information on a variety of business topics, such as: starting a business, finance and taxes, expanding your business, links to industry information, and answers to common questions.

[www.business.gov](http://www.business.gov)

### **Internal Revenue Service**

You can download forms and publications from the IRS Web Site, [www.irs.gov/formspubs](http://www.irs.gov/formspubs) . Though many are available, some of the most useful small business forms and publications are:

Publications:

- Pub 15 – Circular E – Employers Tax Guide
- Pub 80 – Circular SS – Federal Tax Guide for Employers
- Pub 334 – Tax Guide for Small Business
- Pub 17 – Your Federal Income Tax

Forms:

- SS-4 – Application for employer Identification Number
- W-4 – Employee Withholding Certificate
- 1040 – Individual Income Tax
- 1065 – Partnership Tax
- 1120 – Corporate Income Tax
- 1120S – Sub S Corporate Tax

Order Forms Division  
1111 Constitution Avenue, NW  
Washington, D.C. 20224

800 829 1040

[www.irs.gov/formspubs](http://www.irs.gov/formspubs)

### **Federal Employer Identification Number**

Federal Employer Identification Numbers (FEIN) is needed if you are in business. If you are a sole proprietorship without employees you may use your social security number, otherwise you need to obtain a FEIN. The FEIN can be obtained several different ways:

Complete and file form SS-4 online at [www.irs.gov/smallbiz](http://www.irs.gov/smallbiz)

OR

Download form SS-4 (at [www.irs.gov/pub/irs-pdf/fss4.pdf](http://www.irs.gov/pub/irs-pdf/fss4.pdf) ) and fax it to 215 516 3990. Fax requests will be processed within 4 days.

OR

Phone request – Monday through Friday (7:00am to 10:00 pm local time) 800 829 4933. For best results, have a completed SS-4 form in front of you before calling.

An EIN number will be assigned at the conclusion of the call.

## INDEX OF RESOURCES

49er Regional Occupation Program .....	15
Akers Capital, LLC .....	5
Alpaca Gold Association .....	30
Alpine Building Department .....	31
Alpine County Chamber of Commerce .....	23
Alpine Treasurer/Tax Collector .....	31
American River Ventures .....	5
Apple Hill Growers .....	27
Auburn Area Chamber of Commerce .....	24
Broadway Development Association .....	23
Cal/OSHA .....	20
California Capital Financial Development Corp.....	2
California Chamber of Commerce .....	22
California Department of Fair Employment & Housing .....	21
California Department of Food and Agriculture .....	26
California Department of Pesticide Regulation.....	26
California Employers Association .....	22
California Housing and Community Development..	1
California Industrial Development Financing Advisory Commission .....	2
California Small Business Loan Guarantee Program .....	2
California Tax Service Center .....	20
CalWORKS .....	12, 13
CalWORKS Employment Services .....	11
Central Sierra Regional Occupation Program .....	14
City of Auburn Economic Development and Redevelopment .....	3, 10
City of Lincoln Economic Development .....	4, 10
City of Placerville Building Division .....	31
City of Placerville Business License .....	32
City of Placerville Economic Development .....	3, 9
City of Rocklin Guide for Businesses .....	4, 10
City of Roseville Office of Economic Development.....	4, 10
City of South Lake Tahoe Building & Safety Division .....	32
City of South Lake Tahoe Economic Dev. ....	3, 9
City of South Lake Tahoe Finance Department - Business Licenses .....	32
Colfax Area Chamber of Commerce .....	24
Coloma-Lotus Chamber of Commerce .....	23
Connections Workforce Development and Business Resource Center .....	11, 12, 13, 17, 18
Department of Human Services Business Assistance Loan Program .....	2
Department of Industrial Relations .....	20
Department of Industrial Relations Dept - California .....	21
Department of Rehabilitation .....	12
DFJ Frontier .....	5
Divide Chamber of Commerce .....	23
Downtown Roseville Merchants, Inc. ....	25
El Dorado Builder's Exchange .....	24
El Dorado County Agriculture Commission .....	27
El Dorado County Board of Realtors .....	24
El Dorado County Chamber of Commerce .....	23
El Dorado County Chamber of Commerce Ag Council .....	28
El Dorado County Christmas Tree Growers .....	28
El Dorado County Department of Agriculture .....	26
El Dorado County Development Services .....	31
El Dorado County Economic Development .....	2, 9, 31
El Dorado County Farm Bureau .....	24, 28
El Dorado County Farm Trails Association .....	28
El Dorado County Treasurer & Tax Collector .....	31
El Dorado Hills Chamber of Commerce .....	23
El Dorado Wine Grape Growers Association .....	27
El Dorado Winery Association .....	27
eldoradobusiness.com .....	9
Employment Development Department .....	12, 33
Employment Development Department Payroll Taxes .....	19
Employment Training Panel .....	14
Experience Works .....	14
Fair Play Winery Association .....	27
Federal Technology Center .....	7
Folsom Lake College .....	14
Foothills Farmers' Market Association .....	29
Forest Hill Divide Chamber of Commerce .....	24

Franchise Tax Board.....	33	Placer County Wine & Grape Association .....	29
Gold Country Sheep Producers Association.....	26	Placer Farm & Barn Tour.....	29
Golden Sierra Job Training Agency .....	9, 12, 20, 22	Placer Legacy .....	30
Golden Sierra Workforce Investment Board.....	22	Placerville Downtown Association.....	23
Golden State Capital Network.....	6	Placerville Fruit Growers Association.....	27
Hallador Venture Partners, LLC.....	5	Rocklin Chamber of Commerce .....	24
High Sierra Resource and Development Council.....	26	Roseville/Granite Bay Chamber of Commerce.....	24
Highway 49 Business Association.....	25	Sacramento Angels, Inc. ....	5
Horticulture and Small Farms Advisor .....	30	Sacramento Regional Center for International Trade Development .....	8
Internal Revenue Service .....	19, 34	SCORE .....	7, 16
Lake Tahoe Community College.....	15	Shingle Springs/Cameron Park Chamber of Commerce .....	23
Lake Tahoe South Shore Chamber of Commerce.....	23	Sierra College Small Business Development Center.....	8, 17
Lincoln Area Chamber of Commerce.....	24	Sierra College Training and Development.....	15
Loomis Basin Chamber of Commerce.....	24	Sierra Economic Development Corporation .....	1, 7
Los Rios College Small Business Development Center .....	8, 17	Sierra Gateway Business Association.....	25
Los Rios Workplace Learning Resource Center .....	15	Small Business Administration Loan Programs .....	1
Mountain Mandarin Growers' Association.....	29	South Tahoe Chamber of Commerce.....	23
Newcastle Area Business Association.....	25	State Board of Equalization.....	33
North Lake Tahoe Resort Association.....	24	State of California Department of General Services .....	8
Northern California World Trade Center.....	8	Tahoe City Downtown Association.....	25
Occupational Safety & Health Administration (OSHA) .....	20	U.S. Department of Agriculture Service Center – Placer County .....	29
Old Town Auburn Association.....	25	University of California Cooperative Extension El Dorado County.....	27
Placer County Agricultural Commissioner .....	28	University of California Cooperative Extension, Placer-Nevada Counties.....	29
Placer County Agricultural Marketing Program.....	28	US Department of Labor .....	21
Placer County Association of REALTORS®.....	25	US Equal Employment Opportunity Commission.....	21
Placer County Business Advantage Network.....	10, 13	US Government Business.gov.....	7, 34
Placer County Business Improvement Program.....	3	West Shore Association .....	25
Placer County Community Development Resource Agency.....	32		
Placer County Farm Bureau .....	29		
Placer County Office of Economic Dev.....	3, 9, 32		
Placer County Tax Collector's Office.....	32		

## **ABOUT WORKFORCE INVESTMENT BOARDS**

The federal Workforce Investment Act (WIA) offers a comprehensive range of workforce development activities through statewide and local organizations. These activities are to benefit job seekers, laid off workers, youth, incumbent workers, new entrants to the workforce, veterans, persons with disabilities, and employers.

Local Workforce Investment Boards (WIB's) were established to administer Workforce Investment Act (WIA) provisions at a local basis and oversee the implementation of the workforce development activities. They provide a local focus on the needs of the region they oversee. Board members consist of local businesses, educators, and organizations that have a desire to improve the workforce in their area.

## **GOLDEN SIERRA WORKFORCE INVESTMENT BOARD**

One of the greatest strengths of the Golden Sierra WIB is representation from each of the Local Workforce Investment Area's three counties (Alpine, El Dorado and Placer). This comprehensive membership allows the members of this dynamic Board the ability to effect change in a multitude of communities.

The Board's eight functions are to:

1. Develop a local strategic workforce investment plan;
2. Coordinate the workforce investment activities in the local area with economic development strategies, and develop other employer linkages;
3. Promote the participation of private sector employers in the statewide workforce investment system;
4. Selection or designation of the Connections Workforce Development and Business Resource Center operator;
5. Identification of program activities and providers for youth, adults, and dislocated workers;
6. Negotiation of local performance measures;
7. Conduct oversight of youth and adult local employment and training activities and the One-Stop delivery system;
8. Assist the governor in developing an employment statistics system.

**For more information on the Golden Sierra Workforce Investment Board, please visit the website at [www.goldensierrawib.com](http://www.goldensierrawib.com)**

